

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE MINUTES

April 1, 1975

- I. Chairman Joe Weatherby called the meeting to order at 3:15 p.m. in UU 220.
- II. The minutes of the March 11, 1975, Academic Senate meeting were approved as distributed.
- III. All members or substitutes thereof were in attendance except for the following (*excused absence):

Cirovic, Michael
D'Albro, James*
Emmel, James R.
Hannula, Reino

Hariri, Mahmud
Jennings, Charles*
Larsen, Stuart
Moore, Larry
Phillips, William

Sandlin, Doral
Thomas, Guy
Zweifel, K. Richard
Wenzl, Michael*

Substitutes were:

Weber, Barbara
for Burroughs, Sarah

IV. Status Report on the Budget - Trustees Meeting, March 26, 1975

President Kennedy reported to the Senate that the schematic plans for the Life Sciences building at Cal Poly had been approved by the CSUC Board of Trustees. Governor Brown abstained in the vote. President Kennedy expressed optimism regarding the long range chances for construction of the building and conjectured that the building will be funded during the 1975-76 period. The President also expressed optimism regarding the restoration of all but 55 positions of the CSUC budget for faculty promotions.

V. Senate Membership

It was M/S/P to reinstate William Phillips as a member of the Senate.

VI. Committee Reports

- A. Budget - Nielsen reported that Tim Kersten has been appointed by Vice President Jones as the Academic Senate representative to the ad hoc Committee to Review the O.E. Allocation Model.
- B. Constitution & Bylaws - Johnson reported that the Student Affairs Officers in the Professional Consultative Services group are not eligible for Senate membership at this time without a constitutional amendment.
- C. Curriculum - Sullivan reported that Vice President Jones has agreed to consult with the committee on procedures for curriculum review. The committee is discussing ways of presenting curriculum materials to the Senate.
- D. Distinguished Teaching Award - No report.
- E. Election - Hooks reported that elections for the Academic Senate, the Personnel Review Committee and the Statewide Academic Senate will be held on April 15, 1975. Nominations should be made to the committee

- E. Election (cont.)
by 5:00 p.m. on April 4, 1975. The election for Senate officers will be held next month.
- F. Instruction - O'Leary reported that the Instruction Committee is reviewing CLEP matters and evaluations of student past experience and qualifications.
- G. Personnel Policies - Chairman Weatherby noted with regret that Barbara Weber has resigned the committee and thanked her, on behalf of the Senate, for her contributions.
- Beecher reported that the committee is presently studying the policy regarding faculty pay for Summer Sessions.
- H. Research - Saveker reported that the committee is reviewing CARE Research Grant Proposals and studying CAM 542 - Grants, Research Contracts, and Faculty Consulting.
- I. Academic Council - Labhard reported that the Academic Council is discussing community college articulation procedures and guidelines. A recommendation on textbook selection requiring the signature of the department head or his/her designee has been approved to forward to the President.
- J. Administrative Council - No report.
- K. Foundation Board - Saveker reported that the Board considered the allocation of funds received from Bookstore operations and accepted gifts in support of the European trip for the Band.
- L. President's Council - No report.

VII. Statewide Academic Senate

Andreini reported that the statewide Academic Senate discussed summer session faculty salaries; that the Chancellor's staff has withdrawn the proposed copy-right policy prior to statewide Senate consideration; and that the Senate supported SB 275 on collective bargaining. Faculty should forward reactions on the bill to Senator Grunsky.

Olsen reported that the statewide Senate has prepared a document on the status of part time and temporary faculty; that the Senate has opposed SB 57 (which would result with no more open files); and that the T-step funds have been removed from the Governor's budget. Items coming up include: faculty allocations, review of presidential performance, credit for prior learning and faculty involvement in grievance procedures. (Attachment VII)

VIII. Old Business

A. Professional Responsibility Committee Bylaws Amendment

It was M/S (Johnson/ Saveker) that the Bylaws Amendment (Attachment V-B Academic Senate Agenda, March 11, 1975) be adopted.

It was M/S/P (Alberti/Scales) to amend the Bylaws Amendment by including a new section VII.B.6.a. and relettering subsequent sections. (Attachment VIII-A)

A. Professional Responsibility Committee Bylaws Amendment (cont.)

It was M/S/F (Eatough/Bufa) to amend the Professional Responsibility Committee Bylaws Amendment by removing from the language of the amendment the distinction of "junior" and "senior" members.

The amended motion passed.

B. Steady State Staffing

It was M/S/P (Weber/Alberti)(Unanimous) to accept, approve and forward to the President the recommendation from the Personnel Policies Committee on Steady State Staffing (Attachment VI-A, Academic Senate Agenda, March 11, 1975).

C. Credit-No Credit Grading

It was M/S (Drandell/Gold) to endorse and forward to the President the recommendation by the Student Affairs Committee (Attachment V-A, Academic Senate Agenda, March 11, 1975).

It was M/S/P (Brown/Johnson)(26/11/2) to amend the recommendation by deleting section 617.5.C.2.d.

It was M/S/P (Johnson/Eatough) (22/16/1) to amend the recommendation by deleting section 617.5.C.2.e.

It was M/S/P (Brown/Bufa) (25/12/2) to amend by deleting section 457.C.3.d.

The motion as amended failed (12/17/3).

IX. New Business

A. Parking Problem

It was M/S/P (Hooks/Johnson)(26/10/2) to accept and forward to the President the resolution on parking (Attachment IX-A).

X. Announcements

- A. The attention of the Senate was directed to the attachments in the meeting agenda; and the revised meeting schedule was specially noted.

XI. The meeting was adjourned at 4:55 p.m.

General Impressions

- 1) Not much hope the promotion funds will be restored -- but it is not entirely hopeless.
- 2) The Governor is somewhat of an enigma to many -- not sure if he's an 'ally' or not.

Thrust of Senate Significant Actions

- 1) CLEP -- feeling that the program needs a long hard look.
- 2) In the event of collective bargaining the majority of any bargaining team should always be faculty members.
- 3) Part-time faculty members should have fractional votes in proportion to amount of the current employment.
- 4) Urged adoption of S.B. 275 (Dills Bill) on collective bargaining, but with amendments to bring it into conformity with position already adopted by Academic Senate.
- 5) Opposed S.B. 57 in its present form (This bill would, in effect, result in no more open files).
- 6) The Copyright proposal has been dropped by the Chancellor's Office.
- 7) Postponed 'til the May meeting any action on the proposed adjustment of summer session salaries for faculty.
- 8) Objected to the Governor's removal of the T-Step (transition) funds. (Those are funds required to establish a transition pay step within each rank to eliminate Class I-Class II distinction).
- 9) Adopted a position on the rights of temporary and part-time faculty -- the position being an attempt to upgrade their status.
- 10) Expressed concerns about some steady state proposals.

Comming Up

- 1) A major look at a new method for determining the number of faculty allocations.
- 2) Procedures to review presidential performance.
- 3) Arranging for special sessions during the year (e.g. summer sessions become a special session along with equivalent other special sessions during the year.)
- 4) Credit for prior learning -- what to do, if anything, about it.
- 5) Getting more faculty involved in grievance procedures.
- 6) Whole issue of collective bargaining.

COMMITTEE ON PROFESSIONAL RESPONSIBILITY
BYLAWS AMENDMENT

VII. COMMITTEES

B. Elected Committees and Other Committees

6. Committee on Professional Responsibility

- a. A Committee on Professional Responsibility is established to implement procedures pursuant to the "Statement of Professional Responsibility" adopted by the Academic Senate of the California State Universities and Colleges (AS-382-70/FA-I), on December 12, 1970, and approved by the faculty of California Polytechnic State University, San Luis Obispo, on February 24, 1971. The term "Professional Responsibility" as used in this section is defined by that statement. The procedures and standards of this committee should be consistent with the "Implementation" guidelines issued at that time by the Academic Senate of the California State Universities and Colleges (AS-382-70/FA-II).
- b. The Committee on Professional Responsibility shall be comprised of a senior member and junior member elected by and from each school from the tenured members in the associate or professor ranks and a senior member and junior member elected by and from the Professional Consultative Services from the tenured members in the associate or professor ranks. The senior member and junior member from each school must be from different departments, where applicable. The senior members and junior members shall serve two-year, staggered terms, with a maximum of two consecutive terms. The junior member becomes the senior member at the start of the second year of the term and the newly elected member from that school becomes the junior member. Administrators and department heads are not eligible for membership. The chairman shall be elected from and by the committee. A functional committee is dependent upon a quorum, which shall consist of a member from each school and Professional Consultative Services.
- ~~a. The Committee on Professional Responsibility shall be comprised of a member and an alternate elected by and from each school and the professional consultative services from the tenured members in the associate or professor ranks. The member and alternate from each school and the professional consultative services must be from different departments. The members and alternates shall serve a two-year, staggered term. The Chairman shall be elected from and by the committee. A functional committee is dependent upon a quorum of all members or their alternates.~~
- ~~A Committee member shall be replaced by his alternate when the allegation involves faculty from his own department or at the request of a disqualified. The Committee shall elect a temporary member from that school.~~
- c. ~~b.~~ When cases of disregard for the principles of professional responsibility occur, there is both a right and a duty to call the lapse to the attention of the individual concerned. If such a breach of professional responsibility is alleged, the matter should be investigated

c. (continued)

and a recommendation made by a faculty committee on Professional Responsibility. The procedures and standards of this committee should be consistent with the guidelines issued by the Academic Senate of the California State Universities and Colleges (AS 382-70/FA-I & II, 12/17/70).

d. ~~✓~~ Any employee of the University who teaches as apart of his assigned duties, or who is eligible to vote in the election of University Academic Senators, or who is eligible to serve as a voting member of the Academic Senate, may be charged with unprofessional conduct.

e. ~~✓~~ In the event a breach of conduct is believed to have occurred and an informal resolution is unobtainable, the ensuing procedures shall be followed:

1. Allegations of unprofessional conduct shall be made in writing with copies going to the person so charged and to the members of the Committee on Professional Responsibility. Allegations shall be accompanied by full documentation and evidence. If it is the committee's determination that an allegation is not accompanied by sufficient evidence, or is from too extraneous a source to merit investigation, it shall return the document with an explanation to the initiator and inform the accused of the charge and of the committee action.

2. The Committee on Professional Responsibility shall investigate each allegation and determine if indeed an act of unprofessional conduct has been committed, in which case the committee will make every effort to resolve the case to the satisfaction of those concerned.

a) Allegations to be heard by the Committee on Professional Responsibility shall be limited to matters of unprofessional conduct.

b) In cases where disciplinary action is initiated by the University for other than unprofessional conduct or when disciplinary action has been initiated by the University and unprofessional conduct is one of a number of grounds, allegations will not be heard by the Committee on Professional Responsibility except if a case is already being heard by the Committee on Professional Responsibility at the time when disciplinary action is initiated. They shall have ten days to complete their investigation.

3. The Committee on Professional Responsibility shall begin its inquiry within 10 days of receiving the allegation. The Committee may at any time discontinue the inquiry if the facts do not provide sufficient evidence to support it. This constitutes the completion of its inquiry and dismissal of the allegations. If the committee does carry its inquiry to completion, a report presenting its conclusions and their bases shall be prepared for the personnel file of the person charged with unprofessional conduct. If the allegation is dismissed by the committee, all material pertaining to these allegations

3.(continued)

and only these allegations shall be removed from the personnel file.
The faculty member so charged shall receive a copy of the report and a copy shall be retained by the committee. The committee shall notify the author of the allegation of unprofessionalism and that it has acted upon the accusation.

4. The actions open to the committee include:

- a) dismissing the allegation
- b) securing mutual understanding between the parties concerned
- c) administering an oral recommendation that conduct be improved so as to be consistent with professional responsibility
- d) preparing a written report with suggestions for conduct consistent with professional responsibility or preparing a written report exonerating the faculty member
- e) referral (see section 5)

5. When , in the judgment of the committee, the nature of the case suggests such a conclusion, the committee ~~may~~ shall recommend the initiation of formal disciplinary action to the ~~Administrative Officer/Section 5.11 of Administrative Bulletin 70-77~~ President of the University.

f. &/ In appearance before the Committee on Professional Responsibility, the following rules and procedures pertaining to the person charged with unprofessional conduct shall be observed:

1. He shall be given the opportunity to submit evidence refuting the allegation.
2. He shall be provided with a copy of all evidence presented to the committee and shall be given a reasonable time (no longer than 10 days, but an extension of time may be granted upon written request of the person charged) to respond to any evidence submitted.
3. He shall have the right to be accompanied by a person of his own selection who shall have the right to participate in the hearing.
4. He shall have the right to submit questions through the committee chairman to the individual making the allegation. The answers solicited shall be made available to him and to the committee.

g. &/ The investigation and proceedings of the committee shall be kept in strict confidence by all concerned, except as it is otherwise necessary on the part of the Committee on Professional Responsibility in resolving the allegation.

RESOLUTION RE PARKING PROBLEM

- WHEREAS: The Academic Senate is on record as favoring the towing away of improperly parked automobiles and has been for about one year; and
- WHEREAS: The University has instituted a tow-away policy for automobiles when parked in red zones and zones restricted for use of handicapped persons and state vehicles; and
- WHEREAS: Non-faculty and non-staff vehicles continue to disregard the staff parking designations and staff lots are often jammed with non-staff autos from 7:00 a.m. until after 6:00 p.m.; and
- WHEREAS: The legitimate functions of University employees are often hampered by this disregard for their parking rights; now therefore be it
- RESOLVED: That the Academic Senate demands that the University immediately institute a policy of towing away all autos parked in all zones not designated for their parking stickers between the hours of 0630 and 1930 Monday through Friday and rigidly and vigourously enforce it; and be it further
- RESOLVED: That autos with student stickers are not entitled to purchase one day parking permits to circumvent the parking lot restrictions and requests the University to immediately halt this procedure and tow-away such autos when parked in faculty-staff zones; and be it further
- RESOLVED: That this matter is considered important and of an emergency nature.

Academic Senate
Minutes - 4/1/75
Attachment IX-A

CREDIT BY EVALUATION

- WHEREAS The Office of the Chancellor of CSUC has proposed a system-wide process for granting course credit for non-classroom achievement and knowledge; and
- WHEREAS Many students arrive at the University with significant life experience which may well deserve credit in terms of academic coursework and
- WHEREAS The faculty of a particular discipline on a given campus is locally responsible for development of the curriculum in the discipline and for evaluation of student achievement therein; and
- WHEREAS The evaluation process currently proposed by the Chancellor's Office is linked to the College Level Examination Program of the Educational Testing Services; and
- WHEREAS The CLEP examinations are standardized and developed by an independent commercial testing agency with no input from local campus faculties; therefore, be it resolved
- RESOLVED That the Academic Senate, CPSU, SLO, endorse in principle the granting of credit for non-classroom achievement; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, maintain that such credit should be granted only for achievement equivalent to that obtainable in curricula existing on the campus; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, regard it as imperative that any particular evaluation device, test, placement and/or equivalency examination be (1) developed or studied, (2) adopted, and (3) reviewed on a campus-by-campus, discipline-by-discipline basis; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, encourage continued use of credit by evaluation (CAM 617.7) procedures already in operation on the campus, and urge faculty of all disciplines to make such examinations readily available to students who present the necessary qualifications; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, urge that any process of credit by evaluation be accompanied by FTE, WTU or SCH credit to the department to compensate for the instructional workload involved in administration and evaluation of such examinations.

CONSTITUTIONAL AMENDMENT

The Constitution & Bylaws Committee recommends that Article III., Academic Senate, Section 1. Membership, paragraph c. be amended as follows:

- c. The following professional consultative services shall be represented in the Academic Senate by the formula of one (1) senator per each 15 members or major fraction thereof: (1) Library (faculty), Audio-Visual (faculty); (2) Counselors ~~(psychologists)~~ (class & rank) ~~and~~, Medical Officer I, and Student Affairs Officer (III, IV & V). (Academic-closely related, except those administrators defined in Section I.B. of the Bylaws of the Academic Senate)

We further recommend that the election of the Professional Consultative Services be held as if this amendment had passed, with the understanding printed on the ballot that if the amendment fails, the election for that position will be void. Since the position being voted on for the Academic Senate is dependent upon the amendment carrying, I do not see that this would create any problems. A problem would be created, however, if one of the individuals in the Student Affairs classification were a candidate for and elected to either the Personnel Review Committee or the state-wide Academic Senate.

We think, therefore, you should request that they do not run for either of these offices until this matter is cleared up. This still leaves a possibility, if the amendment fails, of six people voting for the state-wide Academic Senate who are not eligible to vote. We cannot see this as a serious problem.

Attachment IV-C

CONSTITUTIONAL AMENDMENTS

Amendment 1. Add new Section 1 to Article III. Renumber present Section 1 2,3,4,5 to 2,3,4,5,6.

Section 1) Preamble

We, the Faculty of California Polytechnic State University, San Luis Obispo, in order to (1) perpetuate the traditions of shared responsibility for academic affairs and insure the free expression of the Faculty voice in University affairs, and (2) provide a recognized framework for Faculty leadership in continuing development of a quality Faculty, endorse these principles:*

- a. Faculty members have a major role in the governance of the University through the Academic Senate, which is the recognized representative body of the Faculty. The Senate recommends policies and procedures to the President. On those occasions when the President rejects a Senate proposal, he informs the Senate in writing of the compelling reasons for such action.
- b. Faculty members, support staff members, and students participate in the governance of the University through the Academic Senate, Staff Senate, and Student Affairs Council and as members of university standing, special, and ad hoc committees and subcommittees.
(See CAM 160.)
- c. Responsibilities of the Academic Senate, integral to the process of shared responsibility for academic affairs at California Polytechnic State University, include the following areas:
 1. academic policy and procedures, including the assurance of academic freedom, curricula, and academic standards; long-range academic planning;
 2. consultation regarding major organizational functions and selection of academic administrative officers of the university;
 3. personnel policies and procedures affecting academic personnel, including professional responsibility, hiring, promotion, reappointment, tenure, leaves, working conditions;
 4. procedures and programs for faculty development, including the composition of the Faculty, in-service training programs and counsel regarding professional personnel problems.

*The laws, regulations and procedures duly enacted by the People of the State of California and the Trustees of the California State University and Colleges are the foundation of the governance of this University;

The President of the University, as designated in Title 5, California Administrative Code, is the chief governing officer of the University and is responsible for its operation to the Board of Trustees of the CSUC.

STUDENT EVALUATION OF FACULTY

At the request of the Executive Committee, the Personnel Policies Committee reviewed the procedures governing student evaluation in each of the seven schools of the University.

During this review, the Personnel Policies Committee learned that student evaluation is being used in each of the Schools as one factor of consideration rather than as a vehicle with which to substantiate a personnel decision. Because this seemed to be the proper procedure, the Committee proposes the following change to Administrative Bulletin 74-1, Sec. V.:

The results of the annual evaluation will be used for both improvement of instruction and ~~in faculty supervision~~ as only one of several factors in the formulation of recommendations on faculty personnel actions regarding promotion, retention, and tenure. There will be only one official evaluation required annually.

Attachment IV-E

ITEMS REFERRED TO PRESIDENT STILL PENDING 1974-75

ITEM	COMMITTEE	DATE REFERRED	DATE RESPONSE RECEIVED	CONTENTS OF RESPONSE	FURTHER ACTION
Selection of Textbook	Instruction	1/17/75	1/31/75	Referred to Academic Council for Recom.	
Resolution Opposing CSUC Copyright Policy	Instruction	2/13/75			REK took Senate Resolution to March 3-4 meeting of SCUS presidents. Act taken to refer matter back to Chancellor's Office staff with request to resubmit at later date.
Resolution Re Restoration of Promotions	Executive	2/13/75	2/24/75	Forwarded to Chancellor	
General Education and Breadth Require. Passed 5/28/74	Gen. Ed. & Bread.	2/25/75	3/10/75	Forwarded to Vice President Jones	
Resolution Re Restoration of International Programs	Executive	3/11/75	3/31/75	Forwarded to Chancellor.	REK spoke in behalf of I.P. at March 26 Board of Trustees Meeting.
Resolution of Funds for New Facilities	Executive	3/11/75	3/31/75	Forwarded to Chancellor, 3/28/75.	REK handed resolution to Senator Stiern, Chair of Senate Finance Subcommittee, 3/22/75
Steady State Staffing Report	Personnel Policies	4/7/75			
Professional Responsibility Committee Bylaws Amendment	Const. & Bylaws	4/7/75			
Resolution re Parking Problem	Howard Rhoads	4/7/75			

Memorandum

To : Joe Weatherby

Date : March 31, 1975

File No.:

Copies : Andrews
Jones
Chandler

From : Robert E. Kennedy 

Subject: Status of Academic Senate Recommendations

Action has been taken on all Academic Senate recommendations as forwarded to me by your office from the senate meetings of February 11 and March 11, 1975. Listed below is a recap of the recommendations and my actions.

1) Restoration of Promotion Funding in 1975-76 Budget

Action: President forwarded senate resolution with letter of transmittal to Chancellor Dumke on February 24, 1975. Furthermore, President participated as Chairman of Council of Presidents in a dialogue with Governor Brown at the Trustee meeting on 3/26/75 providing support to the proposal for restoration of promotion positions.

2) Resolution Opposing Proposed CSUC Copyright Policy

Action: President used resolution in March 3-4 meeting of CSUC Presidents in referring the matter back to Chancellor's Office staff for restudy and submission at a later date. A copy of the senate's resolution was forwarded to Chancellor Dumke along with reactions from other consultative groups on March 24. (Copy of memo attached.)

3) Restoration of International Program Funding

Action: President forwarded senate resolution with letter of transmittal to Chancellor Dumke on March 20, 1975. (Copy of memo attached.) Furthermore, President had the opportunity to speak in support of International Programs both on behalf of Council of Presidents and on behalf of Cal Poly in response to questions raised by the governor during the March 26 Trustee meeting.

4) Restoration of Funds for New Facilities

Action: A copy of the senate resolution was handed personally to Senator Walter Stiern, Chairman of the State Senate Finance Subcommittee on March 22, the day following a hearing on capital outlay projects in Sacramento. President forwarded senate resolution with letter of transmittal to Chancellor Dumke on March 28, 1975. In addition President had the opportunity on March 26 to justify the Life Science schematic plans before the Trustees and the governor.

In addition, on February 25, 1975 you requested that I move ahead on three recommendations concerning revision of the general education requirements for the 1977-79 catalog. This matter was referred to Vice President Jones for review and recommendation on March 10, 1975 with a copy of my memorandum forwarded to you.

ITEMS REFERRED TO SENATE COMMITTEES
1974-1975

ITEM	Date Referred To Committee	Referred By Whom	Date Response Requested	Date Recommendation Made To Senate	Recommendation	Action Taken By Senate
Academic Calendar General Guidelines	7-10-75 Instruction	Senate				
Final Exams	10-29-74 Instruction	Exec.				
After 60/40 What?	7-10-74 - PPC	Exec.				
Steady State Staffing	9-17-74 <u>PPC</u>	Exec	ASAP	4-1-75	Attachment VI-A A.S.Agenda 3/11/75	Passed Unanimously and Forwraded to the President
Graduate C/NC	10-29-74 Student Affairs	Exec	1-14-75	4-1-75	Attachment V-A A.S.Agenda 3/11/75	Defeated
Grievance Procedures	11-26-74 Johnston&Coyes	Exec				
Student Evaluation of Faculty	1-7-75 PPC	Exec	4-1-75	4-15-75	Attachment IV-E A.S.Agenda 4-15-75	
Credit by Examination	2-4-75 Instruction	Exec		4-15-75	Attachment IV-B A.S.Agenda 4-15-75	
CAM 619.9	3-19-75 Instruction	Chairman	4-22-75			
Summer Session Salary Schedule	3-19-75 Personnel Pol.	Chairman	4-22-75			
Alexander Plan	3-28-75 Long-Range Plan.	Chairman	5-6-75			
Staffing Formula	4-8-75 Long-Range Plan.	Executive	5-6-75			Attachment V-B

Memorandum

To : Les Vanoncini, Chairman
Advisory Committee on Proposed Faculty Manual

Date : March 24, 1975

File No.:

ACADEMIC SENATE

MAR 25 1975

CAL POLY - SLO

Copies : Ratcliffe, Hensel,
Warren Anderson, Shelton,
Voss, Fred Wolf, Weatherby,
Jones, Andrews, Strauss

From : Robert E. Kennedy 

Subject: Report on Committee Findings and Recommendations

This will acknowledge your memorandum of February 28 in which you reported on the results of the Faculty Handbook Committee's deliberations. Essentially the committee recommended against a separate handbook for faculty at this time. In addition, the committee recommended that the following documents be distributed to all faculty in lieu of a handbook.

1. CAM Index
2. Table of Contents for CAM CHAPTER 3, Personnel Policies
3. A list stating the location of all copies of CAM available to academic personnel

Another recommendation was that five additional copies of CAM be placed in the Reserve Room of the Library for overnight checkout by faculty.

I approve the committee's recommendations and ask Mr. Voss to take the necessary steps to implement recommendations 1 through 3 prior to the start of the 1975 fall quarter. Five copies of CAM will be forwarded to the Library for immediate use by faculty.

I appreciate the committee's time and efforts in reviewing the faculty manual proposal. With this acknowledgement the committee is dismissed.

Attachment V-D